Missouri State Library
Office of the Secretary of State

Library Services & Technology Act
Federal Grant Program

Cooperation Projects
Grant Program

Grant Application

Fall 2006

Missouri Five-Year State Plan
For the Use of
Library Services and Technology Act (LSTA) Funds
Fiscal Years 2003 - 2008

Definitions:

A.   A <u>public library</u> is a library established and maintained under the provisions of the library laws or other laws of the state related to libraries, primarily supported by public funds and designed to serve the general public.

B.   A public elementary school or secondary <u>school library</u> is a library controlled and operated by publicly supported elementary or secondary schools, and designated to serve faculty and students of that school.

C.   An <u>academic library</u> is a library which is controlled and operated by a two (2) or four (4) year college or university, either publicly supported or private, and which is designated primarily to serve faculty and students of that college or university.

D.   A <u>special library</u> is a library established by an organization and designed to serve the special needs of its employees or clientele. A special library must have an appropriately trained librarian, an organized collection, a minimum of 20 hours of service per week, with some opportunity allowed for service to the public or a strong commitment to resource sharing. They include both private libraries and publicly funded libraries, such as those serving mental health facilities, correctional institutions, and government agencies.

E.   A <u>library consortium</u> is any local, statewide, regional, interstate, or international cooperative association of library entities which provides for the systematic and effective coordination of the resources of school, public, academic, and special libraries and information centers, for improved services for the clientele of such library entities.

Reprinted from State Plan submitted July 31, 2002

LSTA Cooperation Projects Grant Program

Information & Guidelines
Fall 2006

I. Grant program description

The Cooperation Projects Grant Program is designed to provide an opportunity for libraries to work with partners to address needs in innovative ways. This grant category may be used for project ideas not covered in the other specific LSTA grant categories. The goals of this program are:

- to provide quality programs directed to a specific group of clientele, especially the unserved or underserved,
- to promote library services to diverse populations,
- to develop new models or levels of collaboration among libraries,
- to provide opportunities for collaboration among libraries and with community agencies.

The grant is designed to create high visibility for libraries as information service providers and community partners. Libraries applying for this grant will be expected to plan and implement a project aimed at partnering with another library or other agency to meet the grant goals. As this is the first round of applications for these grants, the State Library expects to further refine the eligibility criteria based on proposed projects.

Please consult the list of available grant types, and use the specific LSTA grant application form for projects for staff training, digital imaging, summer reading programs, and other special areas.

The grant period begins January 1, 2007 and ends December 29, 2007. Projects may be proposed for fewer than 12 months. Projects must be completed by December 29, 2007. Funding for a second year may be available, depending on project progress and development of appropriate goals and partnerships.

II. Grant priorities

- Partnerships are required and may include other library agencies or non-library agencies or multiple agencies.
- Priority will be given to projects that demonstrate a focus on building community interest in the library, involve partners in planning, and develop strong partnerships with other libraries or community agencies.
- Literacy projects must involve other organizations and institutions that promote literacy in the planning, implementation, and evaluation of the project. All literacy

projects must include a marketing plan that targets people who do not use print or who do not read or speak English.

- Priority will also be given to projects, which consider sustainability of efforts following completion of the grant period.

III. Project Examples

Libraries and their partners may show leadership in developing new and innovative services that respond to library issues concerning minorities, ethnic groups and/or cultural diversification to broaden the concept of community. Applicants may be able to establish the library and its partners as a vital resource within their agency, community, region, or state to respond to issues related to their special, school, academic, and/or public library community. Project examples include:

- Develop literacy projects that target Non-English speaking communities;
- Develop projects to improve literacy and reading skills of individuals who are recently released from corrections institutions into the community;
- Promote early education by targeting parents of children under three, may include child development information, learning activities, nutritional information for growing children;
- Diversity projects that respond to library issues concerning minorities, ethnic groups, and/or cultural diversification
- Emerging population projects that consider issues relating to academic excellence, cultural transition, and economic integration into the community.
- Create a community task force to work as a problem-solving group in specific areas, (ie. community recreation needs, mentoring small businesses) while focusing on library research to develop the solution.

IV. Eligibility

This grant is open to all public libraries certified to receive state aid, school libraries, academic libraries, special libraries, and library consortium as defined by the Missouri State Plan and included on page 2 of this application.

V. Funds available

A maximum budget request is $30,000. The number and amount of grant awards will depend on the number of applications received.

VI. Matching funds

No local match is required for this program except for the cost of equipment, which will require a 40% match of local funds.

VII. Allowable costs

Allowable costs include, but are not limited to:
- Speakers or presenters, and other contractual costs (limited to honoraria and expenses).
- Programming supplies and materials.
- Promotion, mailing, photographic, and printing costs.
- Equipment purchase or rental, only if it is an integral part of the library component of the grant activity.
- Production or exhibit expenses.
- Cost for additional staff or staff hours specifically related to the project. For example, a library may use grant funds to pay an existing part-time employee for extra hours to plan and implement the program, or a library with limited staff may hire a qualified individual at an hourly rate to plan and implement a program.

Unallowable costs include those items listed in Federal Regulation OMB Circular A-87 http://www.whitehouse.gov/omb/circulars/. Specific unallowable costs include, but are not limited to:
- Costs for basic library service operations, construction or remodeling, fixtures or furnishings.
- Paying existing staff costs (i.e., using grant funds to pay for the hours a regular staff person spends on planning and implementing the programs from grant funds).
- Collection development acquisitions.
- Equipment needed for basic library operations, such as office equipment, computer labs (stationary or wireless), PCs, servers, circulation systems or bibliographic platforms will not be funded. Purchase of vehicles or bookmobiles will not be funded.
- Entertainment
- Transportation for field trips, or materials delivery services.

Please call Diana Very with questions about costs, procurement, and expenditures.

Large Purchase Documentation: If your grant request requires procurement of a large dollar item, then a competitive bid process may be necessary. For items over an amount specified in your procurement guidelines (example-Missouri State Library's specified amount is $3,000), you will need to document your bid process used for the purchase. Informal methods of requesting competitive bids are: fax bids; telephone bids; catalog comparison; or, e-mail bids. Documentation can be in the form of a list stating names of the vendors, date of bid requests, and amount of bids. Any questions regarding this process can be addressed to Diana Very, LSTA Grant Officer, 573-526-1256.

VIII. Reporting requirements

Libraries awarded grants are required to submit narrative, statistical, financial and evaluative reports regarding the project. Copies of surveys, promotional materials,

brochures, evaluation results and other documents produced as part of the grant project must accompany the final narrative report.

IX. Grant monitoring

According to Federal Regulations 45CFR1183.40, revised October 1, 2004, *"grantees are responsible for managing the day-to-day operations of grant and subgrant supported activities. Grantees must monitor grant and subgrant supported activities to assure compliance with applicable Federal requirements and that performance goals are being achieved. Grantee monitoring must cover each program, function, or activity."*

In an effort to comply with the Federal Regulations, Missouri State Library staff will monitor and report program performance on awarded LSTA grants. This will be accomplished by site visits, interim reports, or phone calls.

X. Review of applications

- Eligible applications are reviewed and evaluated by State Library staff and their designees. .
- At the discretion of the State Library, the State Library may require that an applicant submit additional information or supplemental material to receive an award of grant funds
- Staff recommendations are submitted to State Librarian.
- State Librarian makes recommendations to the Secretary of State.
- Secretary of State makes final decision.
- **To be eligible for review, grant applications must be postmarked by October 4, 2006 or hand delivered by October 5, 2006. Only complete application forms from eligible institutions will be reviewed.**
- No grant funds may be encumbered or expended until the library receives the final executed grant agreement signed by the library representative, the State Librarian, and the Executive Deputy Secretary of State.

XI. Assurances
Before you apply:
Determine if your library's cash flow is adequate to meet the following terms and conditions of this grant, should it be awarded?
1. How payments are made:
   Generally, grant funds are awarded in two or more successive payments, timed to allow the grantee access to sufficient monies to carry out and complete the funded project. However, 30% of the grant award is customarily withheld until completion and approval of the final report by the State Library. It is the grantee's responsibility to use the grant funds to pay project expenses in a timely manner. Grantees with cash flow issues are advised to work out payment arrangements with vendors in advance, if they must wait for a final grant payment to complete all payments to a vendor(s).

2. Disbursement of funds by grantee.
   Federal regulations require the grantee to expend (disburse) all Grants payments within a reasonable time period of their receipt – generally up to 30 days. Failure to do so risks default of the grant funds to the State Library.
3. How the grant will be paid:
   Grantees are paid 35% of the total grant amount upon completion of the final executed agreement. A second payment of 35% of the total grant amount is awarded upon submission and approval of the Second Interim Report and Request for Second Payment by the State Library.
   A final payment of the remaining grant amount (30% of the grant award or the actual remaining amount expended or encumbered) is disbursed upon completion of the project, following submission and approval of the Final Report and Final Request for payment by the State Library. The Final Report and Payment Request is due no later than 30 days after completion of the project or the end of the grant period.

Mail completed application forms to:
> Diana Very, LSTA Grants Officer
> LSTA Grant Application
> Missouri State Library
> 600 West Main Street, PO Box 387
> Jefferson City, MO 65102-0387

For further information, contact:
Diana Very, LSTA Grants Officer and Library Consultant
Telephone 573-526-1256 or (in Missouri) 800-325-0131, ext. 16.
E-mail: diana.very@sos.mo.gov

CIPA COMPLIANCE

In deciding whether to apply for any LSTA-funded grant, libraries should be aware that accepting such a grant might trigger an obligation to comply with the Federal Children's Internet Protection Act (CIPA). Whether CIPA is triggered will depend on the specific use of the LSTA funds awarded. If triggered, CIPA will require a grant recipient to certify that it has in place a policy of Internet safety that includes the operation of a technology protection measure (filter) with respect to any of the recipient's computers with Internet access. The nature of the certification depends upon the type of library making application.

LSTA Cooperation Projects – Partnership Grant Program

Grant Application Instructions
Fall 2006

Please call Diana Very, LSTA Grants Officer, 1-800-325-0131 ext. 16, if you have questions about the instructions or application forms.

GENERAL INSTRUCTIONS

- Use the enclosed application form. The application form is not to be changed in any way. Responses may be inputted on the Word document and then printed.
- The application will be photocopied for use by the Grant Review Committee. Fill in the library's name at the top of each sheet. The application form and instructions may be photocopied as needed.
- Part II-Program Narrative and Part III-Budget Narrative are to be typed <u>double-spaced</u> on plain sheets, with the library's name at the top of each sheet. Attach these narratives to the back of Part I application form.
- Signatures must be included or the application will be ineligible for consideration.
- Failure to give the required information may eliminate your application from consideration.
- Double-check your math in the budget portion. Proofread the proposal. Correct spelling, grammar, and typing mistakes before submission.
- Use white 8 ½ x 11" paper. Do not use binders, folders, or notebooks.

ITEMIZED INSTRUCTIONS

Part I
- *Project number*-Leave blank.
- *Name of library*-Give the official, legal name of the library.
- *Federal Tax I.D. # or MO Vendor # if different*—Same as Federal Employee Identification Number (FEIN) or Tax Identification Number (TIN). Make sure this is your Missouri Vendor ID number. In some cases, it is different and this is the number we must have to process your application.
- *Project Director*-Give the name of person who will oversee the project and serve as a contact for reports. Include project director's e-mail address.
- *Project Title*-Provide a brief title for your project.
- *Total population of legal service area.* Using the latest available census figures, give the population of the legal service area for all participating agencies.
- *Estimated number of persons to be served by this project*-Give a realistic estimate, based on the best and most current information available, of the number of targeted people the project will reach. The Missouri State Census Data Center Web site may be found at: *http://mcdc2.missouri.edu*.

- *LSTA funds requested*-Show the total amount of grant funds you are requesting. Round to the nearest dollar.
- *Project description*-Provide a concise description of your project, not to exceed 250 words. Include key information from each section of Part II, with emphasis on the program activities.

Part II- Program Narrative

This is the most important part of your application. Attach additional sheets with your responses. Organize your narrative using the numbers and headings shown in the application. Type the library's name in the upper right-hand corner of each additional sheet. Add page numbers. Paperclip sheets to application form. Do not use binders, folders, notebooks, or staples. Type and double-space.

Paperclip any support materials to back of application, after signature page. Attach a letter explaining the resources provided by each partner to your project. A letter must be included for each partner.

Part III—Budget Worksheet and Narrative

The clearly developed budget includes an **Item Description** of the planned expenditures itemized under the correct budget category. The **Basis for the Cost Estimate** should include the cost of each item multiplied by the number of items requested. The **Total Cost** columns are the final cost for the item that will be purchased with LSTA funds or local funds. The final **Total Project Cost** at the bottom will identify the project cost requested for the application. The budget narrative is a clearly defined breakdown of all costs mentioned in the budget worksheet. This should be used to explain how these items will be used in the program and their relationship to each other. For example, explain the connection of purchasing supplies to the overall program involvement or explain how a speaker's cost is broken down.

Part IV- Certification and Signatures

Signature of Library Director-The application must be signed by the administrative head of the library, i.e., the library director, or other administrator, **in blue ink**.

Signature of Library Board President-The library board president must sign the application form, **in blue ink**. This individual must have the authority to sign legal binding agreements. A signature and date on these lines indicate that the library board understands and approves the intent of the grant and will allow the designated project director to oversee the project.

Application Review

Grant application rubric will be used for grant review. These are the topics that will be used to determine if the grant application meets the criteria required for the grant to be awarded. Use this as a check to verify that you are submitting a qualified application.

	Inadequate	Needs Correcting	Clarification Needed	Complete
Application identifies the need				
Project addresses the identified need(s) of target audience				
Application provides a clear description of the project activities and timeline				
Evidence of strong participation of cooperative partners				
Evaluation plan to demonstrate impact				
Appropriate promotional and communication strategies				
Reasonable plan for project sustainability				
Budget detailed and justified				

MISSOURI STATE LIBRARY
LSTA Cooperation Projects – Partnership Grant Program
APPLICATION FORM
Fall 2006

Project # _____

YOU MUST USE THIS SHEET AS PAGE 1 OF YOUR APPLICATION!

PART I   *Please type.*

Name of Library:_____

Federal Tax I.D. # or MO Vendor # if different:_____

Address:_____

City: _____ County: _____ Zip code: _____

Phone: _____   Fax: _____

Library director: _____

Project director (contact person): _____

E-mail address/phone of project director: _____

Project title: _____

Total population of legal service area: _____

Estimated number of persons to be served by this project: _____

LSTA funds requested: $_____

Local funds to be used (optional) $_____

Project abstract (not to exceed 250 words):

Part II: Program Narrative
Attach additional sheets with your answers to the following items. Include the library name in the upper right-hand corner of each sheet. Number your responses to correspond with the numbers below. Please type, double space, and number the pages.

A. Statement of need
1. Briefly describe your target audience's need.   (maximum 1 page)
    a. Define the target audience for the project.
    b. Describe the audience needs and how these were identified.

B. Project Narrative
2. <u>Description</u>: Provide a thorough description of the project and its overall design, including names of partners.
    a. Describe anticipated outcome(s) or goals/anticipated impact. Evaluation methods will be described under (5).
    b. If appropriate, describe how the target audience have or will be involved in planning the project.
    c. The narrative should demonstrate that costs included in the budget are integral to the project.
    d. Explain how the project is designed to meet the needs identified, and why the proposed project is the best approach to meet the need.

3. <u>Implementation</u>: Provide a proposed schedule of implementation, including tentative dates for the project components and activities and specific action steps that will be taken to achieve the expected outcome(s). Include a timeline.

4. <u>Cooperation</u>: Provide a list of the entities with which the library will cooperate and explain why these partners have been chosen. Describe what each partner will contribute to the project. Specify responsibilities of each partner agency. **Attach a letter from each partner, written to the project director, outlining the partner's commitment, describing their role in the project any contributions or resources which will be made available to the project.**

5. <u>Evaluation</u>: Present a plan to determine the impact the project will have. This section must include strategies to determine what difference the project has made for the target audience, and how you will measure the results. Include quantitative and qualitative assessments. Append a sample evaluation form.

6. <u>Communication/Marketing</u>: Describe how library staff will communicate project activities and outcomes with the target audience, the library's community, and other appropriate stakeholders.

7. <u>Sustainability</u>: Describe in detail how the activities implemented in this project will be supported following completion of the grant period.

Part III: Budget Worksheet and Budget Narrative

A. Itemized Budget
Use the budget worksheet below; include a line-item budget. Round all figures to the nearest whole dollar. Check your math! LSTA funds may not be used for administrative overhead, "door prizes," "incentives," or any type of "gift" to presenters, participants, or libraries. The addition of local funds is encouraged but not required, except when purchasing equipment. If local funds will be added to the project, list them on the budget worksheet and explain them in the budget narrative.

Library Name:					
Project Title:					
Category	Item Description	Basis for Cost Estimate	Total Cost LSTA Funds	Total Cost Local Funds	Total Cost
Personnel – Salary & Fringe Benefits			$	$	$
Travel			$	$	$
Supplies			$	$	$
Equipment			$	$	$
Contractual			$	$	$
Total Project Costs			$	$	$

B. Budget narrative

Provide a budget narrative explaining all anticipated project costs listed on the budget worksheet. Provide justification for all costs and a *thorough* description of each budget item. Requests for speaker/presenter costs must include fees and a thorough summary of travel expenses. Requests for equipment must be project specific, appropriate to the project, and justified. If requesting funds for equipment, include the specifications and unit price of each piece. Provide valid explanations for why equipment already owned by the library cannot be used. A 40% match is required for equipment purchases. Requests for staff costs must include justification for additional staff hours, the rate at which staff will be paid, and the total number of hours staff will work. *Provide explanations for both federal and local funds*.

The TOTAL LSTA FUNDS REQUESTED amount should match the amount of LSTA funds requested line in PART I.

Part IV: Certification and Signatures

ATTENTION: You must use <u>Part I – Cover Page, Part III – Budget Worksheet, and Part IV – Certifications and Signatures</u> for your application! Part II – Program Narrative and Part III – Budget Narrative should be submitted on white paper, single sided, double-spaced. Please number the narrative pages of Part II and Part III. Part IV must be the last page of your application.

Signatures of both the Library Director and the Library Board President are required, or the application will not be considered.

We are aware of, and agree to comply with, all state and federal provisions and assurances required under this grant program. If awarded grant funds, we assure that we will carry out the grant project according to the approved grant proposal. This application has been authorized by the appropriate authorities of the applying library. By signing this application, the library board acknowledges compliance with and agreement to all eligibility requirements.

_____   _____
Type name of Library Director   Type name of Library Board President

_____   _____
Signature, above official (in blue ink)   Signature, above official (in blue ink)

_____   _____
Date   Date

Mail completed applications to:
    Diana Very, LSTA Grants Officer
    LSTA Grant Application
    Missouri State Library
    600 West Main Street, PO Box 387
    Jefferson City, MO 65102-0387

Application deadline: October 4, 2006 (postmarked); October 5, 2006 (hand delivered)

For State Library use only:

_____ Approved   ____ Not Approved $_____Amount Awarded